

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **NURSE LPN (School term position, 3 pm to 11 pm shift)**

Job Order Number: 4091

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$1930 per month (based on working 206 days)

Deadline: December 14, 2016

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of below.)

One year of professionally supervised experience in a health care or school setting.

Graduate of an accredited school of practical nursing with an application for nursing boards or possession of current license to practice as a Practical Nurse in Missouri. Must maintain LPN license or above.

Working knowledge of standard practices, rules and regulations relating to LPN work.

Must meet the required American Sign Language competency level of Survival Plus within 3 years of hire date.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Prepares and administers medications to students according to directions from physicians.

Gives First Aid and PRN medication as appropriate and necessary according to the nursing process and standing orders from school physician.

Maintains personal work schedules, doctor visits for students or emergency visits as approved by supervisor.

Assists physicians with examinations and records appropriate documentation.

Provides appropriate instruction to students regarding health care.

Handles school switchboard duties.

Documents all medicines, treatments and education provided on students' individual charts and other appropriate records.

Observes students and reviews records as necessary and reports changes in condition or behavior.

Assists in ordering and replacing supplies needed for work requirements.

Notifies supervisor and/or physician of appropriate concerns including emergencies.

Admits students to the Health Center with appropriate documentation.

Performs other related duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at:

<https://dese.mo.gov/sites/default/files/hr-employment-application.pdf>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A SCHOOL TERM POSITION)

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more.

SICK LEAVE: Accrue approximately 10 hours per month.

HOLIDAYS: 11 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the MOSERS.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator-Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.